

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

FIELD(1)

Plaintiff,

No. C-FIELD(3)EDL

v.

CASE MANAGEMENT
AND PRETRIAL ORDER
FOR COURT TRIAL

FIELD(2)

Defendant.

Following the Case Management Conference held on KEYBOARD(), IT IS HEREBY ORDERED THAT:

A further case management conference is set for KEYBOARD() before Magistrate Judge Laporte in Courtroom E, 15th Floor, U.S. District Court, 450 Golden Gate Avenue, San Francisco, California.

An updated joint case management conference statement shall be filed no later than KEYBOARD().

Pursuant to Fed. R. Civ. P. 16, IT IS FURTHER ORDERED THAT the following case management and pretrial order is entered:

1. TRIAL DATE

a. Court trial shall begin on KEYBOARD() at KEYBOARD() in Courtroom E, 15th Floor, U.S. District Court, 450 Golden Gate Avenue, San Francisco, California. Any party desiring a daily transcript must notify the Court Reporter Supervisor at least two weeks before trial.

b. The length of the trial will be not more than KEYBOARD() days.

2. DISCOVERY

a. All non-expert discovery shall be completed no later than KEYBOARD(). There will be no further non-expert discovery after that date except by order of the Court for good cause

shown. Motions to compel non-expert discovery must be filed no later than ten days after the deadline for completion of non-expert discovery.

b. Each side shall be limited to (**) depositions, (**) requests for documents, (**) interrogatories and (**) requests for admission.

c. Initial expert disclosures shall be made no later than **KEYBOARD()**. Rebuttal expert disclosures shall be made no later than **KEYBOARD()**. All treating physicians who will provide opinion testimony beyond that which can be provided by a lay person must be disclosed as expert witnesses, but they need not prepare expert reports unless ordered to do so by the Court.

d. All expert discovery shall be completed no later than **KEYBOARD()**. There will be no further expert discovery after that date except by order of the Court for good cause shown. Motions to compel expert discovery must be filed no later than ten days after the deadline for completion of expert discovery.

e. Rule 26(e)(1) of the Federal Rules of Civil Procedure requires all parties to supplement or correct their initial disclosures, expert disclosures, pretrial disclosures, and responses to discovery requests under the circumstances itemized in that Rule, and when ordered by the Court. The Court expects that the parties will supplement and/or correct their disclosures promptly when required under that Rule, without the need for a request from opposing counsel. **In addition to the general requirements of Rule 26(e)(1), the parties will supplement and/or correct all previously made disclosures and discovery responses 28 days before the fact discovery cutoff date.**

f. Pursuant to Civil L.R. 37-1(b), telephone conferences are available to resolve disputes during a discovery event, such as a deposition, where the resolution during the event likely would result in substantial savings of expense or time.

g. **Privilege logs.** If a party withholds information that is responsive to a discovery request, and is otherwise discoverable under the Federal Rules of Civil Procedure, by claiming that it is privileged, or protected from discovery under the attorney work product doctrine or any other protective doctrine (including, but not limited to, privacy rights), that party shall prepare a "privilege log" (Fed. R. Civ. P. 26(b)(5)) setting forth the privilege relied upon and specifying separately for each document or for each category of identically situated documents:

1. The name, job title, or capacity of the author;

- 1 2. The name, job title, or capacity of each recipient;
- 2 3. The date the document was prepared and, if different, the date(s)
- 3 on which it was sent to or shared with persons other than its
- 4 author(s);
- 5 4. The title and description of the document;
- 6 5. The subject matter addressed in the document;
- 7 6. The purpose(s) for which it was prepared or communicated; and
- 8 7. The specific basis for the claim that it is privileged.

9 h. In responding to requests for documents and materials under Rule 34 of the
 10 Federal Rules of Civil Procedure, all parties shall affirmatively state in a written response served on all
 11 other parties the full extent to which they will produce materials and shall, promptly after the production,
 12 confirm in writing that they have produced all such materials so described that are locatable after a
 13 diligent search of all locations at which such materials might plausibly exist.

14 3. MOTIONS

15 The last day to file a motion, or stipulation and proposed order, to join other parties or to amend
 16 the pleadings shall be **KEYBOARD()**.

17 The last day for hearing dispositive motions shall be **KEYBOARD()**. Dispositive motions shall
 18 be served and filed no later than **thirty-five (35)** days prior to the scheduled hearing date. Any
 19 opposition shall be served and filed no later than **twenty-one (21)** days prior to the hearing date. Any
 20 reply to the opposition shall be served and filed no later than **fourteen (14)** days prior to the date of the
 21 hearing.

22 4. ALTERNATIVE DISPUTE RESOLUTION/SETTLEMENT CONFERENCE

23 A settlement conference shall be scheduled before another Magistrate Judge of this court.
 24 Counsel will be contacted by that judge's chambers with a date and time for the conference during
 25 **KEYBOARD()**, or as soon thereafter as is convenient to the judge's calendar.

26 5. PRETRIAL CONFERENCE

27 a. A pretrial conference shall be held on **KEYBOARD()** at **KEYBOARD()** in
 28 Courtroom E, 15th Floor. **Each party shall attend personally or by lead counsel who will try the**

case. The timing of disclosures required by Federal Rule of Civil Procedure 26(a)(3) and other pretrial disclosures shall be governed by this order.

b. **At least thirty (30) days** prior to the date of the pretrial conference, lead counsel shall meet and confer regarding:

- (1) Preparation and content of the joint pretrial conference statement;
- (2) Preparation and exchange of pretrial materials to be served and lodged pursuant to paragraph 5(c) below; and
- (3) Settlement of the action.

c. **At least twenty (20) days** prior to the pretrial conference, counsel and/or parties shall:

- (1) Serve and file a joint pretrial statement that includes the pretrial disclosures required by Federal Rule of Civil Procedure 26(a)(3) as well as the following supplemental information:

(a) *The Action.*

- (i) Substance of the Action. A brief description of the substance of claims and defenses which remain to be decided.
- (ii) Relief Prayed. A detailed statement of all the relief claimed, particularly itemizing all elements of damages claimed as well as witnesses, documents or other evidentiary material to be presented concerning the amount of those damages.

(b) *The Factual Basis of the Action.*

- (i) Undisputed Facts. A plain and concise statement of all relevant facts not reasonably disputable, as well as which facts parties will stipulate for incorporation into the trial record without the necessity of supporting testimony or exhibits.
- (ii) Disputed Factual Issues. A plain and concise statement of all disputed factual issues which remain to be decided.
- (iii) Agreed Statement. A statement assessing whether all or part of the action may be presented upon an agreed statement of facts.

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- (iv) Stipulations. A statement of stipulations requested or proposed for pretrial or trial purposes.
- (c) *Disputed Legal Issues.*
Without extended legal argument, a concise statement of each disputed point of law concerning liability or relief, citing supporting statutes and decisions, and any procedural or evidentiary issues.
- (d) *Trial Preparation.*
 - (i) Witnesses to Be Called. With regard to witnesses disclosed pursuant to Federal Rule of Civil Procedure 26(a)(3)(A), a brief statement describing the substance of the testimony to be given.
 - (ii) Estimate of Trial Time. An estimate of the number of hours needed for the presentation of each party's case, indicating possible reductions in time through proposed stipulations, agreed statements of facts, or expedited means of presenting testimony and exhibits.
 - (iii) Use of Discovery Responses. Designate excerpts from discovery that the parties intend to present at trial, other than solely for impeachment or rebuttal, from depositions specifying the witness page and line references, from interrogatory answers, or from responses to requests for admission.
- (e) *Trial Alternatives and Options.*
 - (i) Settlement Discussion. A statement summarizing the status of settlement negotiations and indicating whether further negotiations are likely to be productive.
 - (ii) Amendments, Dismissals. A statement of requested or proposed amendments to pleadings or dismissals of parties, claims or defenses.

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(iii) Bifurcation, Separate Trial of Issues. A statement of whether bifurcation or a separate trial of specific issues is feasible and desired.

(f) *Miscellaneous.*

Any other subjects relevant to the trial of the action or material to its just, speedy and inexpensive determination.

(2) Serve and file trial briefs, motions in limine (including any motion regarding the qualifications or testimony of any expert witness), excerpts from discovery that will be offered at trial (including a copy of the deposition testimony or admission), and **joint** proposed findings of fact and conclusions of law. The findings of fact shall set forth in simple, declarative sentences, separately numbered, all factual contentions relied upon by the party in support of its claims for relief and shall be free of pejorative language and argument. Counsel shall submit separately their disputed findings of fact and conclusions of law. Counsel shall deliver to chambers a copy of their proposed findings of fact and conclusions of law on a computer diskette compatible with WordPerfect 6.1 or 8.0 for Windows.

(3) Serve and file an exhibit setting forth the qualifications and experience for each expert witness;

(4) Serve and file a list of each party's exhibits by number (plaintiff) or letter (defendant), including a brief statement describing the substance and purpose of each exhibit and the name of the sponsoring witness;

(5) Exchange exhibits which shall be prepared (plaintiff shall use numbers; defendant shall use letters) and tabbed; and

(6) Deliver two sets of all prepared exhibits to chambers (exhibits are not to be filed).

No party shall be permitted to call any witness or offer any exhibit in its case in chief that is not disclosed in its pretrial statement, exchanged with opposing counsel, and delivered to the Court, by the above deadline, without leave of the Court and for good cause.

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d. **At least ten (10) days** prior to the pretrial conference, after meeting and conferring in a good faith attempt to resolve any objections, counsel and/or parties shall serve and file: (1) any objections to exhibits or to use of deposition excerpts or other discovery; (2) any objections to non-expert witnesses; (3) any opposition to a motion in limine. No replies shall be filed.

e. All motions in limine and objections shall be heard at the pretrial conference.

6. All documents filed with the Clerk of the Court shall list the civil case number followed only by the initials "**EDL**." One copy must be clearly marked as a **chambers** copy. Chambers' copies shall be three-hole punched at the left side, suitable for insertion into standard binders. In addition, all motions in limine, trial briefs, and findings of fact and conclusions of law shall be accompanied by a diskette containing a copy of the document formatted in WordPerfect 6.1 (Windows) or 8.0 (Windows).

Dated: **DATE**

ELIZABETH D. LAPORTE
United States Magistrate Judge